

HUMAN RESOURCES DEPARTMENT

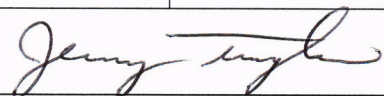
WOODBURY COUNTY, IOWA

DATE: December 6, 2016

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Auditor/Recorder	Recorder Clerk III	AFSCME Grade 5: \$18.94/hour	X	
Auditor/Recorder	Recorder Clerk II	AFSCME Grade 3: \$15.64/hour	X	
	*Please see attached memo.			

PATRICK F. SILL
WOODBURY COUNTY
AUDITOR & RECORDER &
COMM. OF ELECTIONS
2016 DEC 7 AM 10 49


Chairman, Board of Supervisors

Lisa Anderson - Re: Christine Murphy

From: Ed Gilliland
To: Gill, Patrick
Date: 11/29/2016 3:12 PM
Subject: Re: Christine Murphy
CC: Abell, Tonia; Anderson, Lisa; Fergen, Karla; Peterson, Diane; Thomas...

Thank you!

We will have this on next week's Agenda.

Respectfully,

Ed G.

Edward S. Gilliland
Director Human Resources
Woodbury County
620 Douglas Street, Room 701
Sioux City, Ia 51101
[712-279-6480](tel:712-279-6480)
egilliland@WoodburyCountyIowa.gov

>>> Patrick Gill 11/29/2016 3:06 PM >>>

Mr. Gilliland,

I am requesting that the position that Christine Murphy currently occupies be elevated from a Pay Grade 4, Senior Clerk to a pay Grade 5, Clerk III.

This request is a result of a gradual assumption of duties over the last several years by Ms. Murphy. It became apparent as we reviewed the various job descriptions that apply to the Recorder Office positions and management determined that Ms. Murphy duties have changed and that the position is responsible for duties in line with that of a Clerk III pay grade.

Thanks,

Pat Gill

Woodbury County Auditor & Recorder/
Commissioner of Elections